

Minutes from the June 25, 2003
Printing and Mail Managers Exchange Forum Teleconference

Twenty-one individuals participated in the Printing and Mail Managers Exchange Forum, which included Printing and Mail Managers and Contractors

Comments/Additions to last Months Minutes

There were no corrections to the May 2003 teleconference meeting minutes.

Dallas Woodruff, Headquarters opened the meeting by welcoming everyone for participating in the teleconference and he introduced Brent Simonson, Government Printing Office to the group. Brent is on detail to the Headquarters Printing Group.

Field Sites addresses for the National Nuclear Security Administration (NNSA) Pouch Mail

Al Majors, Headquarters informed the group that Headquarters had received a request from the Savannah River Site (SRS) to add an additional pouch for NNSA mail that would go directly to the NNSA organization at the SRS. This request would enable NNSA to receive its mail in a more timely and efficient manner. SRS currently receives its mail by normal delivery and pouch delivery. Linda Adams, Savannah River Site (SRS) said mail delivery is working very well, but the small group of NNSA staff requested to have their mail put into a separate pouch rather than the regular pouch mail addressed to SRS.

Al asked for the name of any other NNSA site that is experiencing mail delivery problems or wishes to make changes in the way pouch mail is being delivered. Willie Johnson, BWXT Y-12 said pouch mail being delivered to his site from the West Coast sometimes includes pouch mail address to other NNSA site. Willie would like for sites to take steps to ensure that mail is addressed correctly placed into the pouch correct container.

Al said those sites that are experiencing problems should contact NNSA at Headquarters to assist in correcting any problems. Al recommended that NNSA send out a DOE CAST to sites outlining how to correctly process pouch mail for their NNSA sites. Linda Adams said she also feels NNSA should send a DOE CAST to it's sites with instructions on how to process pouch mail. Lisa Marie Buffkins, NNSA Oakland said her site is currently addressing the issue by reviewing incoming mail more closely, and informing addressees of the correct. Al emphasized the importance of correctly addressing both regular and pouch mail.

Update on the Mail Reporting Requirements for the General Services Administration (GSA)

Al Majors, Headquarters informed the group that GSA is fine-tuning the language that will be included in the mail reporting requirements to be issued by GSA. Al also said that contractors do not have to submit data on funds spent for mailing requirements out side of the federal government. GSA will make clear in the near future on what requirements are need to complete the Mail Profile Report. Tony Toliver, WAPA asked if a hard copy of the Departments Mail

Management Report is available? Al said that Dallas Woodruff would e-mail the report ASAP to all site mail managers.

Feedback on the continued use of the Mail Services User's Manual

Al Majors, Headquarters stated that during some prior teleconference he asked the group should the Department continue utilizing the Mail Manual. Some site informed Al that the Department should continue using the manual. No site suggested that the Department should discontinue using the manual. Al said during FY04 the manual will be reviewed/updated and he would like to receive comments from sites.

Edna White, NNSA, Nevada asked Al when does he anticipate the review process to begin. Al said he anticipate the review process to begin later this calendar year. Edna said the reengineering efforts of the NNSA services areas might have an impact on updating the manual. Karen Payne-Jones, NNSA, Oakland asked Al how many days it takes for mail to deliver due to the sanitize process. Al said in the past it was taking 5 – 15 days, however recently the post office has since decrease the time to 5 – 8 days.

Simplifies Purchase Agreement (SPA) (Linda Adams, Savannah River Site)

Linda Adams, Savannah River Site informed the group that her site has been using the SPA since 1999. The SPA has been and is working very well. It is a vehicle for purchasing printing and related services for under \$2,500 from local vendors. The ordering agency deals directly with the vendor. The program began with the signing of a Memorandum of Agreement with the Government Printing Office in 1999 to implement the SPA as a pilot project. During the first year 650 jobs were produced utilizing 15 vendors at a cost of approximately \$220,000. An electronic method was developed for the notification to the Superintendent of Documents. The SPA was designed mainly for electronic use, but manual use is available including placing orders by telephone. SRA has sponsored two workshops in which GPO attended. The GPO Atlanta RPPO's SPA includes approximately 250 vendors.

Stephanie Doetsch, Westinghouse SRS, said the SPA has simplified the procuring process, saves time, decrease administrative cost, and enable work to be produced in the local community. Approximately 2,000 jobs have been produced through the SPA, at a cost of around \$772,000. Average cost per job is \$350.00. Turnaround time is approximately 1/3 the time it takes to receive jobs placed via SF1. SRS will begin using vendor located under Charleston RPPO as well as the vendors under the Atlanta RPPO. Tony Toliver, WAPA asked for additional clarification of the SPA bid process. Karen Payne-Jones, NNSA, Oakland was also unclear of the SPA bid process and asked for clarification. Stephanie said no bid is required for orders costing under \$1,000. When the program is established, GPO would provide a list of vendors and the type of work the vendors can produce. SRS also maintain and use its term contracts. Sites were informed that they could contact GPO RPPO and main GPO for establishing a SPA.

Government printing Office (GPO) and the Office of Management and Budget (OMB)
Proposed Policy change for the Procuring of Printing and Related Services

Dallas Woodruff, Headquarters informed the group that on June 6, 2003 an agreement was reached between the GPO and OMB on the procuring of printing and related services in the form of a Compact. OMB will select one agency to run a pilot program, which is scheduled to begin October 1, 2003 through October 1, 2004. The program will be made available to all Department/agencies nation-wide beginning October 1, 2004.

The proposed compact printing program calls for agencies to subscribe at no cost to a nationwide front-end Web-based print ordering and invoicing system; allowing the Department to select vendors based on the lowest cost or best value. The Web-base system would provide only vendors names that fit the category of work to be produced. The Department would deal directly with selected vendors. The dollar value cannot exceed \$100,000 per job. Invoices would be sent to agencies for approval before payment is made. Vendors would be required to provide an electronic file and 2 copies of every printed document into the Federal Depository Library before payment is made.

The agreement calls for agencies contracting officers to play a vital role in settling disputes. GPO will assist in settling disputes, but your agency's contracting officer will have more input/decision.

Since the agreement doesn't call for mandatory use, work can still be place through GPO and obtain all the current services at the 7% to 14% surcharge rate. GPO surcharge cost to administer the compact program will be 3%. GPO would offer support in specification writing, technical design and etc on a cost recovery basis. GPO will also provide 24/7 customer and contract support.

Dina Odak, Idaho Nat. Engineering Lab asked would training be available to teach users how to use the new web base system, and on regulations for utilizing the compact agreement. Dallas said that some training would take place, but is unsure of the details. Karen Payne-Jones, NNSA, Oakland asked if the new agreement would place more burden on the sites to management the program in regard to specifications writing, invoices, disputes and etc. Dallas said the compact printing program would place more burdens on the users. Linda Adams, Savannah River Site asked if SPA would be affected by the new agreement. Dallas said the SPA would not be affected by the agreement.

Other Items discussed

No Items were discussed

Sites in Attendance

Schenectady Naval Reactors	Western Area Power Administration 2
Nonproliferation & National Security Institute	Headquarters (3)
Grand Junction Office	National Security Complex Y-12 (2)
Strategic Petroleum Reserves Office	Southwestern Power Administration
Knoll Atomic Power Laboratory	Savannah River Operations Office (2)
Nevada Site Office	
National Nuclear Security Administration (NNSA), Oakland (2)	
National Nuclear Security Administration (NNSA), Nevada	
Oak Ridge Nat. Lab (2)	